

29 June 1972

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting on

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1. At 3 p.m. on 29 June 1972, the following met in Room 2E62 at Headquarters to review office problems related to the implementation of "National Security Information -- Classification, De-classification and Access":

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Name

Office

Executive Director-Comptroller

Office of General Counsel

FI/Staff/DDP

CI/R&A/DDP

CRS/DDI

O/Security/DDS

DDP

IS/DIM/DDP

Office of Security

FI/DDP

DOMCA Cable Secretariat/Commo

IC/DCI

Records Administration Branch/DCI

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2. The meeting was chaired by []
3. [] distributed a draft of a proposed memo to all cable originators, Subject: Classification and Declassification of CIA Cables. (Copy attached.)
4. [] had a question concerning paragraph 4 and the exemption abbreviation to be used in the field.
5. It was determined that "APDIR" be used meaning "Approval of DCI". The draft was accepted as written.
6. [] raised the question of pre-printed adhesive labels for instructions to printers on publications such as forms and regulations such as forms and regulations. He also reviewed the responsibility for the classification of publications.
7. It was determined that whoever approved or authenticated the Regulation or Notice is also responsible for its classification, i.e., the DDS.
8. Whoever approves a forms request for publication is responsible for authorizing its classification, i.e., the Special Assistant for Information Control - []
9. The use of pre-printed labels for editing and production purposes is acceptable provided the classification or declassification is appropriate and authorized.
10. The use of the stamp "Classified by _____" cannot be avoided. The Agency position number will be used to identify the individual responsible for making the classification. The problem of

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identifying individuals where there is multiple occupancy of a position will be solved by the components.

11. In the discussion on forms classification, it was found that the "(When Filled In)" could, in some cases, be "Over-Stamped" in order to change the classification to a higher or lower one. The new classifier would be indicated.

12. Abbreviations agreed upon were such as "Ex-²~~7~~" for "Exemption from General Declassification Schedule of E.O. 11652 in Exemption Category 5B(2)."

13. Mr. Eisenbeiss discussed classification of DDI publications. That Directorate will be responsible for their pre-printed classifications.

14. [] reviewed the problems of the Warning Notice and exemptions. [] explained that the Agency does not have a blanket exemption and does not expect to request one at this time. The Warning Notice goes on only when an exemption exists.

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15. The question of classifying Routing Sheets was discussed. Greater use of "Administrative Internal Use Only" was recommended.

16. In identifying the classifier it is assumed the signer of the correspondence classified it. In DDP the record copy also has the preparer's name. The regulation indicates the signer is responsible for the classification.

17. The objective is to use classifications properly and minimize their use.

18. [] asked whether we presume that everything from the Field Station is authorized by the Chief of Station or Base. "Yes", that is the assumption. But, that position was rejected for Headquarters.

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19. [] asked the conferees to keep track of their office problems related to [] and to inform the Directorate members of the Records Management Board about them. He expects the Board to take up the question of a revision of the regulation within 90 days.

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